



CONGRESSIONAL HISPANIC CAUCUS
WASHINGTON, D.C.

***National
Citizenship
Packet***



"Americanism is a question of principles, of idealism, of character: it is not a matter of birthplace or creed or line of descent." - *Theodore Roosevelt*

Dear Colleague:

On behalf of the Congressional Hispanic Caucus (CHC), we would like to thank you for your interest in participating in the National Day of Citizenship scheduled for Saturday, July 1, 2006.

The enclosed packet will provide you and your staff important information on how to plan and execute a successful citizenship workshop in your district.

For most immigrants, becoming a United States' citizen is, not only the culmination of many years of hard work, but also the realization of a dream of a better life for themselves and their families. The greatness of our nation is rooted in this shared rite of passage that provides the new citizen an important opportunity to have a greater say and a stronger voice in determining our country's future. This makes any citizenship workshop an event of enormous importance and lasting consequences.

During the workshop, Members of Congress and their staff will educate constituents about citizenship requirements and the naturalization process. By partnering with local organizations and volunteers, your district office will also be able to assist eligible applicants with the application process by filling out, assembling and mailing their naturalization applications.

Public response to these workshops has been tremendous. In past years, thousands of immigrants have successfully completed their applications in districts all over the country.

We hope you will be able to join us in celebrating the contributions of immigrants to the United States by hosting a citizenship workshop in your district.

For further information, please do not hesitate to contact Susan Collins or Greg Staff in Congressman Gutierrez's office at (202) 225-8203, Gloria Montaño in Congressman Grijalva's office at (202) 225-2435, or Angela Ramirez with the CHC at (202) 226-5629.

We look forward to working with you to help thousands of immigrants become civically empowered by taking the first steps toward citizenship.

Sincerely,

Grace Napolitano
Chair
Congressional Hispanic Caucus

Luis V. Gutiérrez
Chair
CHC Immigration Task Force

Raul Grijalva
Congressional Hispanic Caucus

Congressional Hispanic Caucus (CHC)

CONTENTS OF PACKET FOR NATIONAL CITIZENSHIP CAMPAIGN

The attached documents are examples of those used in successful citizenship workshops, please feel free to edit them for your use to fit the needs of your event. English and Spanish versions of each document are included.

- 1. Introduction**
 - a. Overview
 - b. Timeline for Planning
- 2. Promotion of Event**
 - a. Sample Press Advisory
 - b. Sample Press Release
 - c. Sample PSA
 - d. Sample Call for Volunteers
 - e. Sample Fliers
- 3. Eligibility for Citizenship**
 - a. List of Citizenship Requirements
 - b. Checklist of items to bring to citizenship day
- 4. Training Volunteers**
 - a. Confidentiality Agreement
 - b. N-400 Questions in English and Spanish
- 5. Set-up on Citizenship Day**
 - a. Suggested Floor Plan
 - b. Need at least 2 photocopiers
- 6. Citizenship packet**
 - a. Privacy Release Form
 - b. Screening Form
 - c. Checklist for Application
 - d. Welcome Letter
 - e. Sample Civics Questions in English and Spanish
 - f. Sample Sentences for Written English Testing
 - g. Timeline for Naturalization Process
 - h. Other items which will be included in the packet (Money Order and Photos)
 - i. Packet of information including timeline and sample questions/sentences
- 7. Final Evaluation**
 - a. Fax form to CHC after event is concluded with statistics

1(a) OVERVIEW: HOW TO PLAN A CITIZENSHIP WORKSHOP

The Congressional Hispanic Caucus' (CHC) National Citizenship Day represents an opportunity for Latinos and other immigrants to have a greater say and a stronger voice in determining America's future. The goal of these citizenship workshops is to provide legal permanent residents comprehensive assistance in completing naturalization applications.

Response to these workshops has been tremendous. In past years, thousands of immigrants have completed their applications in the district offices of CHC members. We look forward to an equally successful National Citizenship Campaign this year.

The Application for Citizenship, N-400, is the final immigration step for legal permanent residents. Many legal permanent residents are eligible to apply for citizenship but have not applied because they do not know they are eligible, do not know where to begin the process, or they can not afford to hire someone to fill out the complicated form.

It is important that you become familiar with the eligibility requirements. The basic requirements for the N-400 are as follows:

- Be a permanent resident for five years (three years if married to a US citizen)
- The mother or father became a U.S. citizen before their 18th birthday
- Have lived continually and physically in the United States
- Have knowledge and understanding of U.S. history and government
- Have an ability to read, write, and speak the English language
- Be a person of good moral character

The ultimate goal of Citizenship Day is to find individuals that meet the above eligibility requirements and help them file their N-400. At the end of the constituent's participation in Citizenship Day they will have obtained the following:

- Evaluation of their citizenship qualifications
- Completion of N-400 form, "Application for Naturalization"
- Review of naturalization packet by immigration lawyers & other authorized personnel
- Complete Packet ready for delivery to U.S. Citizenship and Immigration Services
- Copy of the application (for constituent's records)

1(b) TIMELINE FOR PLANNING

The following is a general guide to planning a citizenship workshop in your district.

APPROXIMATELY TWO MONTHS BEFORE THE WORKSHOP

Identify and recruit key local leaders to help plan or participate in the event

- Designate a district staff person in charge of the event
- Identify / plan the event with a Board of Immigration Appeals-certified community based organization (CBO)¹
- Recruit volunteer attorneys or other citizenship experts who can train and supervise volunteers to fill out applications
- Invite local elected officials, especially Latino elected officials, to collaborate in planning and participating in the event
- Invite representatives from the Bureau of Citizenship and Immigration Services to participate in the event

Schedule your boss for a Public Service Announcement (PSA)

Secure a site for the event

- Determine the number of people that will be served at the event²
- Space should be able to accommodate an area for line formation and initial intake/screening of applicants; a few dozen tables for volunteers to use while filling out applications; and a third area for check-out/screening
- Space should also be able to accommodate a press conference

Recruit volunteers to assist participants with filling out their naturalization applications³

- District office staff
- CBO employees
- Others: Colleges, corporations, places of worship, etc.

FOUR TO SIX WEEKS BEFORE THE WORKSHOP

Outreach to the immigrant/Latino community

- Run your boss' PSA
- Make and distribute throughout the community an informational flyer about the event and citizenship and documentation requirements
- Inform applicants what they need to bring to the event to complete their applications

¹ For a list of CBOs certified by the BIA, Executive Office of Immigration Review, in your district, visit <http://www.usdoj.gov/eoir/statspub/raroster.htm>.

² Consider setting a realistic limit for the number of people the event will serve. Past events have assisted up to 500 people with their citizenship applications, but this number may prove overwhelming to an office that has not organized citizenship events before. Pre-registering participants can assist with controlling numbers of participants.

³ Plan for 20 volunteers for the first 100 participants, and 10-15 volunteers for each additional 100 participants. For example, if you pre-register 250 people, recruit at least 35 volunteers. Although many immigrants applying for citizenship theoretically speak English proficiently (they would need to be able to pass the English language exam to qualify), make a special effort to recruit bilingual volunteers.

Train Volunteers (and Recruit More)

- Schedule and conduct one or more volunteer trainings
- Plan your local press conference to be held during the event

RIGHT BEFORE THE EVENT

- Send out reminders to volunteers
- Have final training
- Send out media advisories, press releases

DAY OF THE EVENT

Food and Drink

- Volunteers will need breakfast and lunch
- Consider providing refreshments for participants, as well

Plan for Overflow

- The event may attract unexpected walk-ins. Set up an information booth that will respond to general inquiries and organize the follow-up necessary for people who you may not be able to assist with their applications that day. For example, will they receive an appointment for assistance at a later date in the district office? Or will you schedule a second mini-workshop to specifically follow up with overflow?

Event/Room Set Up

- It may take as long as two hours to set up the room and put the volunteers in place; participants may also arrive early and form a line
- Have a few volunteers "floating" around the room to help direct people and handle participant flow
- Set up three other help stations: (1) an initial screening station with one or two volunteers to ensure that participants qualify for citizenship and have all the necessary supporting documentation; (2) a second station where volunteers will assist participants in filling out the N400, application for naturalization; and (3) a final, check-out station with one or two naturalization experts/immigration attorneys who can conduct a final review of the application and supporting documents and determine if it is complete and ready to be mailed to the USCIS.

OTHER ISSUES TO CONSIDER

- Citizenship applications (USCIS form, N-400) need to include photographs and money orders. You may want to invite a photographer and banking institution that can provide these services on-site. Otherwise, applicants need to be instructed to bring these items to the workshop
- Please be prepared to report on the event. A form for your use is enclosed in the Citizenship Campaign Packet. The CHC will collect participation info and rates from each district as a means of publicizing the success of the National Citizenship Campaign
- For further assistance, contact Susan Collins or Greg Staff with Congressman Gutierrez's office at (202) 225-8203, Gloria Montañó in Congressman Grijalva's office at (202) 225-2435, or Angela Ramirez with the CHC at (202) 225-5164



2(a)

News From Representative {Name} {#} Congressional District of {State}

FOR IMMEDIATE RELEASE

Date

Contact:

Rep. {Name} to Hold Press Conference on Upcoming Citizenship Day Workshop

Date:

Time:

Location: District Office

Address:

District - Rep. {Name}, will be joined by community members for a press conference announcing the upcoming Citizenship Day Workshop, which will be held on {Date} at the {location} from {time} in {city}.

“We are getting a tremendous response for this event from the community, which shows the support and the need for a citizenship day,” said Rep. {name}.

The workshop is an opportunity where eligible legal permanent residents can receive comprehensive help in completing their naturalization application packets. Assistance will be provided by congressional staff, attorneys and other trained personnel.

Rep. {name} is organizing Citizenship Day in hopes of encouraging people to naturalize; helping to address the approximately {number} eligible legal permanent residents who reside in the State of {state}.

“Citizenship and Immigration Services has agreed to do whatever it takes to help us in this project,” {name} stated. “My staff and I are very grateful for all their assistance.”

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2(a)

Noticias del Representante {nombre} {#} Congreso del Distrito de {estad0}

PARA SU PUBLICACION INMEDIATA

Fecha

Contacto:

Rep. {nombre} Presenta Conferencia de Prensa Acerca de Próximo Día De Ciudadanía

Fecha:

Tiempo:

Lugar:

Dirección:

District – El Representante {Nombre}, junto con miembros comunitarios, presentará una conferencia de prensa anunciando el Día de Ciudadanía, el cual se llevará a {fecha} en el {lugar} de {horario} en {ciudad}.

“Hemos recibido muchas llamadas acerca de este evento por parte de la comunidad, lo cual demuestra el apoyo y la gran necesidad para un día de ciudadanía”, reconoció {nombre}.

Este taller es una oportunidad para que cada residente permanente elegible reciba ayuda para completar su solicitud de Naturalización. Asistencia será proporcionada por medio del personal del Congresista, abogados voluntarios y otro personal autorizado.

El Rep. {nombre} esta organizando el Día de Ciudadanía para motivar a la gente hacia la ciudadanía, a la misma vez dirigiéndose hacia los aproximadamente {#} residentes permanentes en el estado de {estado} quienes son elegibles para la ciudadanía.

“La Oficina de Inmigración y Ciudadanía esta de acuerdo en hacer todo lo posible para ayudarnos en este proyecto,” revelo {nombre}. “Estamos muy agradecidos por su participación”.

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2(b)

For Immediate Release *

April 17, 2006

Media Contact:

Scott Frotman 202-225-8203

GUTIERREZ ANNOUNCES MAJOR CITIZENSHIP CAMPAIGN

NEW COALITION TO WORK WITH IMMIGRANT LEADERS AND ELECTED OFFICIALS TO ORGANIZE CITIZENSHIP WORKSHOPS ACROSS THE NATION

**Congressman to hold first workshop on
April 29th at St. Pius Church**

CHICAGO -- U.S. Representative Luis V. Gutierrez (D-Ill.), chair of the Democratic Caucus Immigration Task Force, joined local elected officials, representatives from community based organizations and a diverse group of immigrant and labor leaders to announce a new initiative designed to keep pressure on lawmakers to enact comprehensive immigration reform.

"This new initiative is about building on the massive marches and peaceful protests across the country," said Gutierrez. "It is about taking our efforts to the next level by making certain that our voices are heard and our presence continues to be felt in this important debate. It is about ensuring that our lawmakers do not allow this historic opportunity to pass without the enactment of comprehensive immigration reform."

In an effort to build on the strength and importance of the recent rallies and massive marches, Rep. Gutierrez will work with event organizers and elected officials across the country to create an aggressive nationwide citizenship campaign. The campaign will feature citizen workshops designed to provide comprehensive assistance to immigrants wishing to take their first steps toward naturalized U.S. citizenship. According to the Department of Homeland Security, eight million individuals are currently eligible for citizenship.

"Nowadays, the immigrant community is extremely powerful in this country, and we can show this power in many different ways, but the best way to show it, the best way to make a transcendental change in this country is through citizenship and voting," said Karla Avila, director of the New Americans Initiative. "That's why I want to call on all Legal Permanent Residents today to become US citizens, register to vote and exert that wonderful right that this country has granted to you, the right to vote."

According to the Wall Street Journal, "The heated political debate over immigration has sent foreigners who legally live in the U.S. scrambling in record numbers to find out how to become citizens." In fact, "last month, the U.S. Citizenship and Immigration Services, the federal agency that processes immigration requests, received a record 6.6 million hits on its Web site," says USCIS spokesman Christopher Bentley.

In Chicago, Rep. Gutierrez has helped more than 40,000 individuals on the path to permanency during his tenure in Congress. He will utilize the best practices of his citizenship workshops in Illinois to create a nationwide campaign to help Legal Permanent Residents across the country to achieve the American Dream.

“The same conditions that made Chicago ready for a massive citizenship campaign in 1992 are now found across the country,” Cook County Commissioner Roberto Maldonado said. “In 1992, we came together with Congressman Gutierrez to turn opportunity into action. I’m proud to be standing again with Congressman Gutierrez to embark on the next phase of the citizenship campaign, and I am confident we will see the same dramatic results nationwide as we have seen in Chicago.”

The Congressman will hold a citizenship workshop in Chicago on April 29, 2006, from 8:00 a.m. to 2:00 p.m., at St. Pius Church (1901 S. Ashland).

"The success story of America is that immigrants adapt to America and America adapts to its newest citizens," said Tom Balanoff, president of SEIU Illinois Council. "It's time to live up to the best traditions of our nation. The Service Employees International Union is happy to stand with Rep. Gutierrez today to support this citizenship workshop and the opportunity that it will provide to so many hard working people."

During the workshops, legal permanent residents seeking to become citizens will have the opportunity to receive important guidance and advice. Applicants will receive assistance filling out all necessary documents required by the office of U.S. Citizenship and Immigration Services (USCIS) and have their photographs taken.

In addition, individuals attending the workshop will receive advice and information on future steps of the naturalization process, including interviews, English proficiency exams and civics tests administered by the USCIS.

Rep. Gutierrez initiated this form of citizenship workshop during his first term in Congress. In 1994, the Congressman became the first elected official to receive authorization to help complete and submit immigration documentation.

"This new initiative will provide a meaningful and critical step toward U.S. citizenship for thousands of men, women and children across the country, so that they too can fully share in the rights that citizens enjoy and also help shoulder the responsibilities," added Gutierrez. "It will allow these men and women to better protect their families and to better advocate for the best interests of our immigrant community and our country."

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2(c)

:30 PSA – English Text (Television & Visuals)

:30 PSA – Radio Text

<p>As we continue the fight for immigrant rights, let us not forget those immigrants who already qualify for citizenship.</p> <p>That is why we celebrate America’s immigrant community.</p> <p>This is your opportunity to become a citizen.</p> <p>On DATE, come with your family and documents</p> <p>To LOCATION</p> <p>Don’t wait: This is your opportunity.</p> <p>Voice over: For more information, contact the office of Rep. XXX at PHONE NUMBER</p>	<p>Stock photo/b-roll of Representative</p> <p>“Citizenship Day”Graphic</p> <p>Logistics Graphic</p> <p>Closing shot: Rep. XXX into camera</p> <p>Fade</p> <p><i>Alternative: Rep. XXX into camera delivering lines with graphics scroll along bottom of screen</i></p>
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“This is Your
Chance...”

:30 PSA Spanish Text (Television and Visuals)

:30 PSA Radio Text

<p>Mientras seguimos la lucha por los derechos de los inmigrantes, no olvidemos aquellos que ya cualifican para la ciudadnia.</p> <p>Por eso celebramos la comunidad de inmigrantes.</p> <p>Esta es su oportunidad de hacerse ciudadano.</p> <p>LUGAR</p> <p>No espere: Esta es su oportunidad</p> <p>Para mas informacion por favor de llamar Rep. XXX</p>	<p>Same Visuals as English Spot</p>
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2(d)

CALL FOR VOLUNTEERS
CONGRESSMAN {insert Name}
CITIZENSHIP WORKSHOP
TO CELEBRATE NATIONAL DAY OF CITIZENSHIP

Date, Time

**Celebrate Independence Day by helping others gain access to
government and the right to vote!**

Help your neighbors realize their dream of U.S. citizenship!

Dear Friends:

On {date}, please join me and dozens of other committed volunteers at my citizenship workshop!

For the event to be truly successful, I need YOUR HELP to assist hundreds of community residents fill out their citizenship applications. FREE volunteer training will be provided by my district office.

If you would like to join us on {date}, please contact {staff member} at my {location of office and phone number} to reserve your place in the volunteer training session.

I have taped a Public Service Announcement (PSA) that will be aired to promote the event in the community. However, I welcome your assistance with outreach and I ask that you circulate the attached flyers among your networks and with others who may be interested in the citizenship workshop.

If you have any questions or need additional information, please do not hesitate to contact {staff}. I hope to see you {Date}!

Sincerely,

{Member}
Member of Congress

2(e)

Congressman {insert name}

Invites you to a Citizenship Workshop

"In Celebration of National Day of Citizenship"

In cooperation with
(name of collaborating organization, if applicable)

{ date }
{ time }
{ Location }

{use this paragraph only if you are limiting the number of applicants}

The first {insert number} people to arrive will receive free assistance with their citizenship applications at the workshop. Participants can also obtain answers to any questions regarding their applications or the citizenship process.

If you are seeking assistance, you need to meet the following requirements:

Be a legal permanent resident for at least five years

Have your alien card (mica), Social Security Card, State ID or Drivers License

List of places you have traveled to during the past five years, including: month, day and year of travel

List of where you have lived and worked for the past five years

Information about your spouse including: name, date of birth, social security number, alien number and/or date of naturalization (if applicable)

Information about your children including: address, name, date of birth and alien number (if applicable)

Information about spouses of previous marriages: date of marriage, date the marriage ended and reason for the divorce (if applicable)

If applicable, information about any arrests: reason for the arrest, date, place and court disposition

For men only: Selective Service number and date of registration

A money order for \$400.00 made out to the USCIS and \$10.00 in cash for photos

*For more information, please contact
the Office of Congressman {Name} at {number}*

El Congresista {Nombre}

Le invita a un Taller de Ciudadanía **"En Celebración del Día Nacional de la Ciudadanía"**

En cooperación con
(nombre de organización si es aplicable)

El {fecha}

{horario}

{Lugar}

(Solo se podrán atender a las primeras {numero} personas)

En este taller usted recibirá asistencia gratuita para completar su solicitud de ciudadanía. Personal autorizado también estarán disponibles para contestar sus preguntas sobre su solicitud o proceso de ciudadanía.

Requisitos:

- ☐ Ser residente permanente legal por los últimos cinco años
- ☐ Tarjeta de residente permanente, número de seguro social, identificación del estado o licencia de conducir
- ☐ Lista de todos los viajes fuera del país desde que se hizo residente permanente, incluyendo el mes, día, año y el país de destino por cada viaje
- ☐ Información sobre su cónyuge: nombre completo, número de seguro social, número de mica ó fecha y lugar de naturalización (si es aplicable)
- ☐ Información sobre todos sus hijos/as: nombres completos, fechas de nacimiento y (si es aplicable) números de mica
- ☐ La información suya y de su cónyuge sobre matrimonios previos: nombres completos, fechas de matrimonio y fechas en que terminaron los matrimonios, y los motivos por el cual termino el matrimonio
- ☐ Si es aplicable información sobre arrestos: razón por el arresto, fecha, lugar y dictamen oficialmente sellado
- ☐ Para hombres solamente: fecha y número de registro con el servicio selectivo
- ☐ Un giro de \$400.00 hecho al USCIS y \$10.00 en efectivo para sus fotos

**Para mas información favor de llamar a
a la oficina del Congresista {nombre} al {numero}**

3(a) List of CITIZENSHIP REQUIREMENTS

- You must be at least 18 years old.
- You must be a legal permanent resident for at least five years.
- If you are married to a U.S. citizen, you must be a legal permanent resident for at least three years.
- You should be able to read, write, speak, and understand basic English.
- You should have basic knowledge of U.S. history and government.
- You must have good moral character.

EXCEPTIONS TO THE ENGLISH REQUIREMENTS

- If you are 50 years of age or older AND have been a legal permanent resident for 20 years or more, you do not have to speak English. However, you must take the civics test in the language of your choice.
- If you are 55 years of age or older AND have been a legal permanent resident for 15 years or more, you do not have to speak English. However, you must take the civics test in the language of your choice.
- If you are 65 years of age or older AND have been a legal permanent resident for 20 years or more, you do not have to speak English. However, you must take the civics test in the language of your choice.

THE APPLICATION PROCESS

1. Complete the US Citizenship and Immigration Services (USCIS) form N-400, and provide two passport size photographs.
2. Send your application and photos along with a check or money order for \$400.00 (base fee is \$330 plus \$70 biometrics) to USCIS.
3. After you submit your application, the USCIS will schedule you to take fingerprints.
4. The USCIS will then schedule you for an interview to demonstrate your knowledge of English and the history and government of the United States.
5. After you pass your interview, the USCIS will call you for the oath ceremony, and you will then be sworn in as a United States citizen.

3(b) List of Items to bring to Citizenship Day

YOU MUST BRING THE FOLLOWING WITH YOU:

- ☐ \$10.00 Photo Fee (CASH)
- ☐ \$400.00 Application & Biometric (Fingerprint) Fee
- ☐ Legal Permanent Resident Card (Green Card)

Note: If your current legal name is different from the name on your Permanent Resident Card, bring the document(s) that legally changed your name (marriage certificate, divorce decree, or court document).

IF APPLICABLE:

- ☐ If you have an Arrest Record, provide the Date, Nature of Offense, Outcome
- ☐ Provide proof of termination of ALL prior marriages (divorce decree(s), annulment(s), or death certificate(s))
- ☐ If you did not register with the Selective Service and you 1) are male, 2) are 26 years old or older, and 3) lived in the United States in a status other than as a lawful nonimmigrant between the ages of 18 and 26, bring a "Status Information Letter" from the Selective Service (Call 1-847-688-6888 for more information). *(If you need assistance with this please Call Our Office at {number})*
- ☐ If you have ever failed to file an income tax return since you became a Permanent Resident, bring all correspondence with the Internal Revenue Service (IRS) regarding your failure to file.
- ☐ If you have any federal, state, or local taxes that are overdue, bring a signed agreement from the IRS or state or local tax office showing that you have filed a tax return and arranged to pay the taxes you owe; AND documentation from the IRS or state or local tax office showing the current status of your repayment program.

COMPLETE THE FOLLOWING (Please bring this sheet with you):

- ☐ Number of Trips (24 hours or longer) outside the U.S. (include **ALL** trips in the last 5 years)

Number of Trips	Total Days out of the U.S.

- ☐ Trips (24 hours or longer) outside the US (since becoming a Legal Permanent Resident)

Date you left the U.S.	Date you returned	Country of travel	Total Days

- ☐ Address & Dates of Residence (last 5 years, including other countries)

Address	From (Month/Day/Year)	To (Month/Day/Year)
		PRESENT

- ☐ Employer or School Information (last 5 years, including employer address)

Employer/School Name	Address	From	To	Occupation

- ☐ Your Children's information (Date of Birth, Social Security Number, Current Address, A #)

Name	DOB	Address	A#

☐
 Information on Spouse (Current)

Full Name (first, middle, and last names)	Date & Place of Naturalization or A# (if applicable)
Social Security Number	Date of Marriage

LISTA DE COMPROBANTES PARA EL DIA DE CIUDADANIA

(Favor de llenar la siguiente información y traiga consigo a la cita)

DEBE TRAER CON UD. LO SIGUIENTE A SU CITA

- ☐ \$10.00 Fotografías (EN EFECTIVO)
- ☐ \$400.00 Cuota de Solicitud y Huellas Digitales
- ☐ Tarjeta de Residente Permanente ("Mica") OJO: Si su nombre legal actual es diferente al nombre en su Mica, traiga los documentos que cambiaron legalmente su nombre (certificado de matrimonio, decreto de divorcio o documento del tribunal).

SI APLICA:

- ☐ SOLO SI TIENE Antecedentes Penales, el Record *Completo* (Ofensa, Fecha, Resultado)
- ☐ Si ud. estuvo casado anteriormente, traiga consigo comprobantes que TODOS los matrimonios previos terminaron (decreto de divorcio, anulación o acta de defunción)
- ☐ Si usted no se registró para el Servicio Selectivo y 1) es varón, 2) tiene por lo menos 26 años de edad y 3) vivió en los Estados Unidos cuando estaba entre las edades de 18 y 26 años con una clasificación distinta a la de no inmigrante, traiga su "Carta de Información sobre Clasificación" del Servicio Selectivo (llame al 1-847-688-6888 para mayor información). (Si necesita ayuda, llame a nuestra oficina al {numero})
- ☐ Si usted alguna vez no presentó su declaración de impuestos al IRS desde convertirse en Residente Permanente, traiga toda la correspondencia del Servicio de Impuestos Internos (IRS) con respecto a su falta en presentar dicha declaración.
- ☐ Si usted tiene algún impuesto federal o estatal que esté atrasado, traiga un acuerdo firmado por el IRS o de la oficina de impuestos estatales mostrando que usted ha declarado sus impuestos y hecho arreglos para pagar los impuestos que debe; Y documentación de dicha agencia mostrando el estado de su programa de pago.

- ☐ Viajes (24 horas o más) fuera de los EE.UU. (incluya TODOS los viajes en los últimos 5 años)

Numero de Viajes	Cantidad de Días fuera del País (en Total)

- ☐ Viajes fuera de EE.UU. (de 24 horas o más) desde que se convirtió en Residente Permanente

Fecha de Salida del País	Fecha de Regreso	País a donde Viajo	Total de Días

- ☐ Domicilio y Fechas de Residencia (últimos 5 años, incluyendo vivienda en otros países)

Domicilio	Desde (mes/día/año)	A (mes/día/año)
		ACTUAL

- ☐ Información Escolar o Empleo (últimos 5 años – incluya la dirección)

Nombre de Escuela/Empleador	Dirección	Desde	A	Profesión

- ☐ Información sobre sus Hijos (Fecha de Nacimiento, Numero de Seguro Social, Domicilio Actual, Numero de Mica <A#>)

Nombre	Fecha de Nacimiento	Domicilio	A#

☐
 Información Conyugal (Actual)

Nombre completo (incluya los dos apellidos)	Fecha y Lugar de Naturalización o A# (si aplicable)
Numero de Seguro Social	Fecha de Matrimonio

If you are applying for naturalization on the basis of marriage to a U.S. citizen, please bring the following:

- ☐ Evidence that your spouse has been a U.S. citizen for the last 3 years: Birth certificate OR certificate of citizenship, OR your spouse's current U.S. passport, OR Form FS240, "Report of Birth Abroad of a Citizen of the United States of America";
 - ☐ Current marriage certificate AND
 - ☐ Proof of termination of ALL prior marriages of your spouse (divorce decree(s), annulment(s), or death certificate(s)); AND
 - ☐ Documents referring to you and your spouse: Tax returns, bank accounts, leases, mortgages, or birth certificates of children, OR IRS-certified copies of the income tax forms that you both filed for the past 3 years, OR an IRS tax return transcript for the last 3 years.
-

Si solicita la naturalización porque está casado con un ciudadano americano, por favor traiga lo siguiente:

- ☐ *Comprobante de que su cónyuge ha sido ciudadano americano durante los últimos 3 años: Acta de nacimiento, O certificado de naturalización, O certificado de ciudadanía, O pasaporte americano actual de su cónyuge, O Formulario FS240, "Informe de Nacimiento en el Exterior de un Ciudadano de los Estados Unidos de América"*
- ☐ *Acta de Matrimonio, Y*
- ☐ *Acta de terminación de TODOS los matrimonios anteriores de su cónyuge (decreto(s) de divorcio, anulación(es) o acta de defunción); Y*
- ☐ *Documentos que tengan que ver con usted y su cónyuge: Declaraciones de impuestos, cuentas bancarias, arrendamientos, hipotecas o actas de nacimiento de sus hijos, O copias certificadas por el Servicio de Impuestos Internos [IRS, por sus siglas en ingles] de las declaraciones del impuesto durante los últimos 3 años, O una transcripción de las declaraciones de impuestos de los últimos 3 años.*

4(a) CONFIDENTIALITY AGREEMENT
Office of Congressman Name, State District #

The Office of Congressman (Name) has the responsibility to preserve and protect confidential constituent information.

I understand and acknowledge that I shall uphold the Privacy Act of 1974, P.L. 93-579, which became fully effective on September 27, 1975. The purpose of the Privacy Act is to control the federal government's collection and dissemination of personal information about individual citizens. The Privacy Act authorizes the disclosure of records to congressional offices acting on behalf of constituents only when the individual has consented.

I understand and acknowledge that:

1. I shall respect and maintain the confidentiality of all discussions, deliberations, and any other information generated in connection with constituents and staff/interns/volunteers or any other individuals participating in this event.
2. It is my legal and ethical responsibility to protect the privacy, confidentiality and security of all information relating to the constituent.
3. I shall make no voluntary disclosure of any discussion, deliberations, or any other information.

I hereby acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the above terms.

Signature: _____ **Date:** _____

Print Name: _____

4(b) N-400 Q&A

Page 7, Part 10B. Affiliation

8.	A.	Have you Ever been a member of or associated with any organization, association, fund, foundation, party, club, society, or similar group in the United States or in any other place?
		Ha sido miembro o Asociado de cualquier grupo, partido, club, sociedad o grupo similar en los EEUU o cualquier otro lugar?
9.		Have you EVER been a member of or in any way associated (either directly or indirectly) with Ha sido miembro o asociado con
A.		The Communist Party? Partido Comunista?
B.		Any other totalitarian party? Otro partido totalitario?
C.		A terrorist organization? Grupo terrorista?

Page 8, Part 10D. Good Moral Character

15.		Have you EVER committed a crime or offense for which you were NOT arrested?	ALGUNA VEZ ha cometido un crimen por el cual NO fue arrestado?
16.		Have you EVER been arrested, cited or detained by any law enforcement officer?	ALGUNA VEZ ha sido arrestado o detenido por un oficial de la autoridad?
17.		Have you EVER been charged with committing any crime or offense?	ALGUNA VEZ ha sido acusado por un delito u ofensa?
18.		Have you EVER been convicted of a crime or offense?	ALGUNA VEZ lo han condenado por un delito u ofensa?
19.		Have you EVER been placed in an alternative sentencing or a rehabilitation program? (For example: diversion, deferred prosecution, withheld adjudication, deferred adjudication)?	ALGUNA VEZ le han puesto sentencia alternativa o programa de rehabilitación?
20.		Have you EVER received a suspended sentence, been placed on probation, or been paroled?	ALGUNA VEZ le han suspendido su sentencia o liberado bajo libertad condicional?
21.		Have you EVER been in jail or prison?	ALGUNA VEZ ha estado preso?
22.		Have you EVER: ALGUNA VEZ HA	
A.		been a habitual drunk?	Sido un Alcohólico habitual
B.		been a prostitute, or procured anyone for prosecution?	Trabajado en la prostitución?
C.		sold or smuggled controlled substances, illegal drugs or narcotics?	Sido narcotraficante?
D.		been married to more than one person at the same time?	Estado casado con más de una persona a la misma vez?
E.		helped anyone enter or try to enter the United States illegally?	Ayudado a alguien entrar sin inspección a los EEUU?
F.		gambled illegally or received income from illegal gambling?	Apostado ilegalmente o recibido ganancias por estas apuestas?
G.		failed to support your dependents or to pay alimony?	Dejado de pagar el mantenimiento de sus hijos o ex-conyuge?

23.		Have you EVER given false/misleading information to any U.S. government official while applying for any immigration benefit or to prevent deportation, exclusion/ removal?	ALGUNA VEZ ha dado información falsa a un oficial del gobierno para obtener cualquier beneficio de inmigración?
24.		Have you EVER lied to any U.S. government official to gain entry or admission into the United States?	ALGUNA VEZ le ha mentido a algún oficial del gobierno para obtener entrada a EEUU?

Page 9, Part 10E. Removal, Exclusion and Deportation Proceedings

25.		Are removal, exclusion, rescission or deportation proceedings pending against you?	Actualmente hay orden de deportación en su contra?
26.		Have you EVER been removed, excluded, or deported from the US?	Alguna vez ha sido deportado de los Estados Unidos?
27.		Have you EVER been ordered to be removed, excluded, or deported from the United Status?	Alguna vez se ha ordenado su deportación?
28.		Have you EVER applied for any kind of relief from removal, exclusion or deportation?	Alguna vez ha solicitado un perdón al procedimiento de deportación?

F. Military Service

29.		Have you EVER served in the U.S. Armed Forces?	ALGUNA VEZ prestó servicio en las Fuerzas Armadas (EEUU)?
30.		Have you EVER left the United States to avoid being drafted into the U.S. Armed Forces?	ALGUNA VEZ abandonó Estados Unidos para evitar ser reclutado para las Fuerzas Armadas?
31.		Have you EVER applied for any kind of exemption from military service in the U.S. Armed Forces?	ALGUNA VEZ solicitó inmunidad/excepción de las fuerzas armadas Estadounidenses?
32.		Have you EVER deserted from the U.S. Armed Forces?	¿ALGUNA VEZ desertó las Fuerzas Armadas de EEUU?

G. Selective Service Registration

33.		Are you male who lived in the US at any time between your 18 th and 26 th Birthdays in any status except as a Lawful nonimmigrant?	Es ud. un hombre que vivió en los Estados Unidos entre los 18 y los 26 años de edad?
		Año de registro	Número de Servicio Selectivo

H. Oath Requirements

34.		Do you support the Constitution and form of government of the U.S.?	Apoya la constitución y el gobierno Estadounidense?
35.		Do you understand the full Oath of Allegiance to the United States?	Entiende usted el juramento de lealtad a los EEUU?
36.		Are you willing to take the full Oath of Allegiance to the United States?	Está dispuesto a tomar el juramento de lealtad a los EEUU?
37.		If the law requires it, are you willing to bear arms on behalf of the U.S.?	Si la ley lo requiere, está dispuesto a llevar armas para los EEUU?
38.		If the law requires it, are you willing to perform non-combant services in	Si la ley lo requiere, está dispuesto a prestar servicio no combatiente a las fuerzas armadas

the U.S. Armed Forces?	de EEUU?
39. If the law requires it, are you willing to perform work of national importance under civilian direction?	Si la ley lo requiere, está dispuesto a realizar labor de importancia nacional?

5(a) CITIZENSHIP DAY EVENT

SUGGESTED FLOOR PLAN

Station 1: APPOINTMENT CHECK-IN TABLE

- ✗ Check-In Applicant (use CHECKLIST)
- ✗ Place their documentation inside the left pocket of folder (with the exception of the LPR card; they keep that w/them)
- ✗ Ask them to sign Privacy Release (is stapled on top of folder)
- ✗ WE KEEP the folder, give it to runner for Station 3

Station 2: WAITING AREA

Runner will match folder (which contains info whether they speak English or not) with a preparer who has a sign in front of them which says “bilingüe” if needed. Constituents will be called by name by Station 3 Runner.

Station 3: N-400 APPLICATION COMPLETION

Preparers will be filling out application on computers, via online fillable N-400 form.

- ✗ Runner will walk constituent to preparer table, then take LPR card and original documents to be copied. (NOTE: both sides of LPR card are to be copied)
- ✗ If Constituent has questions that preparer cannot answer, or if preparer notices something questionable, he/she will lift up FLAG and ‘floating’ attorneys will answer it.
- ✗ Preparer prints (2) N-400 copies: copy 1 is stapled and placed in left pocket of folder; copy 2 is placed inside but not in pocket of folder.
- ✗ Copies of documentation are placed in left pocket of folder. (originals are paper clipped and will be given back to constituent at that time)

If Constituent has impediments to citizenship

Constituent will be advised of their options
(by the attorney), ends process.

If Constituent form is complete

Constituent goes to Station 2
FOLDER goes to Station 4

Station 4: ATTORNEY CHECK

Volunteer Immigration Attorneys will review application for last-minute accuracy.

If there are errors on the form

Attorney will correct w/white-out
(both copies)

If Constituent form is approved

Constituent goes to Station 5
FOLDER goes to Station 7

Station 5: PHOTO STATION

- ✖ Constituent will need \$\$ for photos.
- ✖ Constituent will wait in line to take photos, then proceed to Station 6.
- ✖ Runner for Station 5 will write name & A# on back of photos in pencil, and place pictures in the mini-envelope

Station 6: CREDIT UNION/BANKING INSTITUTION

- ✖ Here Constituents can purchase money order for their \$400 filing fee.
- ✖ Constituent will wait in line for money order, then proceed to station 5 (if they haven't received their photos) or to station 7 (if they have both).
- ✖ Runner for Station 6 will write name, A# and "N-400" on the money orders

Note: Constituent must have both items before going to station 7.

Station 7: LAST STOP – MAIL STATION

Constituent will check in with Station 7; if his packet is not ready he must wait in mail stop waiting area until name is called.

Runner will make copy of the money order

Volunteer will

- ✖ Verify Money Order and copy (copy placed in folder)
- ✖ Make sure copy of N-400 is in constituent folder
- ✖ Place appropriate copies and application in envelope
- ✖ Give Completed Addressed Envelope with certified mail instructions
- ✖ Constituent keeps folder, we keep privacy release form.

6(b) Office Screening Form

IMPORTANT : **You should seek legal counsel before applying for citizenship if any of the following situations apply to you.**

1. You have been convicted of a criminal offense since you became a resident;
2. You lied to immigration or consular officials when you were granted residency (for example, you said you came to the U.S. before January 1, 1982 but you really came later);
3. You married just to obtain residency status;
4. Since becoming a resident, you have been absent from the United States for long periods of time, including periods over one year;
5. You were arrested in the past but never went to court to resolve the case;
6. You failed to file an income tax return for any previous year.
7. If any of these issues apply to you, or if you know of anything else about your case that you don't want USCIS (immigration officials) to find out, you should consult with an attorney before you apply for citizenship.

Also, please note: In order to take the U.S. history and civics test in your native language, you must be 50 years of age and a legal permanent resident for 20 years, or 55 years of age and a legal permanent resident for 15 years.

I have read the above statements and attest that they are not applicable to me.

(Please sign)

IMPORTANTE: Usted debe conseguir asistencia legal antes de solicitar para la ciudadanía si alguna de las siguientes situaciones le aplica:

1. Usted ha sido culpable de algún delito criminal desde que se hizo residente permanente.
2. Usted mintió a los oficiales de inmigración o a la oficina consular cuando obtuvo su residencia (por ejemplo, dijo que llegó a los Estados Unidos antes del 1ro de enero del 1982, pero realmente llegó después de esa fecha);
3. Usted se casó solamente para obtener la residencia permanente;
4. Desde que se hizo residente ha estado ausente de los Estados Unidos por largos períodos de tiempo, incluyendo períodos de más de un año;
5. Usted fue arrestado en el pasado pero nunca fue a corte para resolver el caso;
6. Usted falló en declarar sus impuestos en años previos.

Si alguna de estas situaciones le corresponde, o si tiene alguna otra situación que no quiere que inmigración sepa, debe conseguir conserjería legal antes de solicitar la ciudadanía.

También favor de notar: Para poder tomar el examen de historia y gobierno de los Estados Unidos en su lengua natal (español) usted deberá tener 50 años de edad y 20 años de residencia permanente legal, ó 55 años de edad y 15 años de residencia permanente legal.

(Favor de firmar)

Name:

Language:

Appointment Time:

Check-In Time:

6(c) Checklist for Citizenship Applicants

Documentation:

- ☐ Legal Permanent Resident Card (aka "Green Card")
- ☐ Completed Checklist
- ☐ Arrest Record (*if applicable*)
- ☐ Fees (Total **\$410.00** = \$10.00 Photo Fee + \$400.00 N-400 Application)
- ☐ Complete **Signature:** _____
- ☐ Incomplete,
Rescheduled for _____ p.m. **Signature:** _____
- ☐ *Will be Rescheduled for Office Appt.*

Comments: (*What is missing?*)

N-400

Application Filled out by: _____ Time: _____

Attorney Check done by: _____ Time: _____

Mail Station

Last Check done by: _____ Time: _____

6(d) Sample Welcome Letter

Date, 2006

Dear Constituent:

Thank you for participating in my Citizenship day event. Congratulations on taking this important step on becoming a U.S. Citizen! After today, any follow-up you receive about your application will come directly from U.S. Citizenship and Immigration Services.

While you are going through the Naturalization process, I want to remind you that if you move, you need to notify USCIS via the Change of Address form (AR-11). I included this free form in your folder. *It is your responsibility to let USCIS know when you move, since your application may be denied due to undeliverable mail.*

The following materials have been included in your folder for your convenience:

- ✓ Sample Civics Questions
- ✓ Sample Sentences for Written English Testing
- ✓ Citizen's Directory of Elected Officials
- ✓ U.S. Constitution Book
- ✓ AR-11
- ✓ Timeline of Events
- ✓ List of Adult Education ESL and Citizenship Classes

Please take a minute to look through the material I have provided for you in your folder.

I am proud that you are becoming a Citizen of the United States. I wish you luck in the application process and in studying for the exam.

Sincerely,

{Name}
Member of Congress

fecha

Estimado Constituyente:

Quisiera darle las gracias por su participación en el Día de Ciudadanía. ¡Felicidades por tomar este paso tan importante hacia la ciudadanía! A partir de hoy, cualquier correspondencia que usted reciba con respecto a su solicitud vendrá directamente de USCIS (Oficina de Ciudadanía e Inmigración).

Si usted se cambia de dirección durante este proceso de naturalización, es sumamente importante que le avise a USCIS por medio del formulario de cambio de domicilio AR-11. He incluido éste en su paquete. *Es su responsabilidad avisarle a USCIS si se cambia de dirección, ya que su solicitud puede ser negada por falta de contestación por su parte.*

Lo siguiente ha sido incluido en su paquete para conveniencia suya:

- ✓ Preguntas acerca del Gobierno Estadounidense (en Español)
- ✓ Frases para el Examen Escrito en Inglés
- ✓ Directorio de Funcionarios en su Localidad
- ✓ Libro de la Constitución Estadounidense
- ✓ Formulario AR-11
- ✓ Cronología de Eventos
- ✓ Lista de Cursos de Inglés y Ciudadanía

Tome un momento y repase dichos materiales, los cuales le serán útiles.

De nuevo, le felicito por su decisión para convertirse en Ciudadano Estadounidense. Le deseo mucha suerte en el proceso y en su próximo examen para la ciudadanía.

Atentamente,

{Nombre}
Congresista

Sample Civics Questions

6(e)

1. *NATURALIZATION SELF-TEST*

What

are the colors of our flag?

Red, white, and blue

2. What do the stars on the flag mean?

One for each state

3. How many stars are there on our flag? **50**

4. What color are the stars on our flag? **White**

5. How many stripes are there on the flag? **13**

6. What do the stripes on the flag represent?

The first 13 states

7. What colors are the stripes on the flag?

Red and white

8. How many states are there in the Union (the United States)? **50**

9. What do we celebrate on the 4th of July?

Independence Day

10. Independence Day celebrates independence from whom? **England**

11. What country did we fight during the Revolutionary War? **England**

12. Who was the first president of the United States? **George Washington**

13. Who is the President of the United States today? **George W. Bush**

14. Who is the Vice President of the United States today? **Dick Cheney**

15. Who elects the President of the United States? **The Electoral College**

16. Who becomes our President if the President dies? **The Vice President**

17. What is the Constitution?

The supreme law of the land

18. What do we call changes to the Constitution? **Amendments**

19. How many changes, or amendments, are there to the Constitution? **27**

20. What are the three branches of our Government? **Executive, Judicial, and Legislative**

21. What is the legislative branch of our Government? **Congress**

22. What makes up Congress?

The Senate and the House of Representatives

23. Who makes the Federal laws in the United States? **Congress**

24. Who elects Congress?

The citizens of the United States

25. How many Senators are there in Congress?

100

26. For how long do we elect each Senator? **6 years**

<http://uscis.gov/graphics/exec/natz/natztest.asp>

27. Name the two Senators from your state.

28. How many voting members are in the House of Representatives? **435**

29. For how long do we elect each member of the House of Representatives? **2 years**

30. Who is the head of the Executive Branch of the U.S. Government? **The President**

31. For how long is the President elected? **4 years**

32. Name the highest part of the Judiciary Branch of our Government? **The Supreme Court**

33. What are the duties of the Supreme Court?

To interpret and explain the laws

34. What is the supreme law of the United States? **The Constitution**

35. What is the Bill of Rights?

The first 10 amendments to the Constitution

36. What is the capital of the state you live in?

37. Who is the current governor of the state you live in?

38. Who becomes President if both the President and Vice President die? **Speaker of the House**

39. Who is the Chief Justice of the Supreme Court? **John Roberts**

40. What were the 13 original states?

Virginia, Massachusetts, Maryland, Rhode Island, Connecticut, New Hampshire, North Carolina, South Carolina, New York, New Jersey, Pennsylvania, Delaware, and Georgia

41. Who said, "Give me liberty or give me death?" **Patrick Henry**

42. Name some countries that were our enemies during World War II? **Germany, Italy, and Japan**

43. What was the 49th state added to our Union (the United States)? **Alaska**

44. How many full terms can a President serve? **2**

45. Who was Martin Luther King, Jr.?

A civil rights leader

46. What are some of the requirements to be eligible to become President?

Candidates for President must:

- **be natural born citizens,**
- **be at least 35 years old,**
- **have lived in the U.S. for at least 14 years.**

47. Why are there 100 senators in the United States Senate? **Each state elects two**
 48. Who nominates judges for the Supreme Court? **The President**
 49. How many Supreme Court justices are there? **9**
 50. Why did the Pilgrims come to America? **To gain religious freedom**
 51. What is the head executive of a state

NATURALIZATION SELF-TEST

- government called? **Governor**
 52. What is the head executive of a city government called? **Mayor**
 53. What holiday was celebrated for the first time by American colonists? **Thanksgiving**
 54. Who was the main writer of the Declaration of Independence? **Thomas Jefferson**
 55. When was the Declaration of Independence adopted? **July 4, 1776**
 56. What are some of the basic beliefs of the Declaration of Independence? **That all men are created equal and have the right to life, liberty, and the pursuit of happiness**
 57. What is the national anthem of the United States? **The Star-Spangled Banner**
 58. Who wrote The Star-Spangled Banner? **Francis Scott Key**
 59. What is the minimum voting age in the United States? **18**
 60. Who signs bills into law? **The President**
 61. What is the highest court in the United States? **The Supreme Court**
 62. Who was President during the Civil War? **Abraham Lincoln**
 63. What did the Emancipation Proclamation do? **It freed the slaves**
 64. What special group advises the President? **The Cabinet**
 65. Which President is called the "Father of our Country"? **George Washington**
 66. Which President was the first Commander-in-Chief of the U.S. Army and Navy? **George Washington**
 67. What was the 50th state added to our Union (the United States)? **Hawaii**
 68. Who helped the Pilgrims in America? **The American Indians/Native Americans**
 69. What is the name of the ship that brought the Pilgrims to America? **The Mayflower**
 70. What were the 13 original states of the United States called before they were states? **Colonies**
 71. What group has the power to declare war? **Congress**

72. Name the amendments that guarantee or address voting rights. **15th, 19th and 24th**
 73. In what year was the Constitution written? **1787**
 74. What are the first 10 amendments to the Constitution called? **The Bill of Rights**
 75. Whose rights are guaranteed by the Constitution and the Bill of Rights? **All people living in the United States**

<http://uscis.gov/graphics/exec/natz/natztest.asp>

76. What is the introduction to the Constitution called? **The Preamble**
 77. Who meets in the U.S. Capitol building? **Congress**
 78. What is the name of the President's official home? **The White House**
 79. Where is the White House located? **Washington, DC**
 80. Name one right or freedom guaranteed by the first amendment.
 • **The rights of freedom:**
 • **of speech,**
 • **of religion,**
 • **of assembly, and**
 • **to petition the Government**
 81. Who is the Commander-in-Chief of the United States military? **The President**
 82. In what month do we vote for the President? **November**
 83. In what month is the new President inaugurated? **January**
 84. How many times may a senator or Congressman be reelected? **No limit**
 85. What are the two major political parties in the United States today? **Democratic and Republican**
 86. What is the executive branch of our Government? **The President, the Cabinet, and departments under the cabinet members**
 87. Where does freedom of speech come from? **The Bill of Rights**
 88. What Immigration and Naturalization Service form is used to apply for naturalized citizenship? **Form N-400 (Application for Naturalization)**
 89. What kind of government does the United States have? **A Republic**
 90. Name one purpose of the United Nations. **For countries to discuss and try to resolve world problems or to provide economic aid to many countries**
 91. Name one benefit of being a citizen of the United States. **To obtain Federal Government jobs, to travel with a U.S. passport, or to**

**petition for close relatives to come to the
United States to live**

92. Can the Constitution be changed? **Yes**

93. What is the most important right granted to
United States citizens? **The right to vote**

94. What is the White House?

The President's official home

95. What is the United States Capitol?

The place where Congress meets

96. How many branches are there in the United
States Government? **3**

Preguntas sobre el Gobierno e Historia de los EEUU

1. ¿Cuáles son los colores de nuestra bandera? **Rojo, blanco y azul**

2. ¿Qué significan las estrellas de la bandera? **Hay una por cada estado (50)**

3. ¿Cuántas estrellas tiene nuestra bandera? **50**

4. ¿De qué color son las estrellas en nuestra bandera? **Blancas**

5. ¿Cuántas rayas tiene la bandera? **13**

6. ¿Qué representan las rayas en la bandera?

Los primeros 13 estados

7. ¿De qué colores son las rayas en la bandera? **Rojo y blanco**

8. ¿Cuántos estados tiene la Unión (EEUU)? **50**

9. ¿Qué celebramos el 4 de julio? **El Día de la Independencia**

10. ¿El Día de la Independencia celebra nuestra independencia de qué país? **Inglaterra**

11. ¿Contra qué país luchamos durante la Guerra Revolucionaria? **Inglaterra**

12. ¿Quién fue el primer presidente de los Estados Unidos? **George Washington**

13. ¿Quién es el Presidente de los Estados Unidos en la actualidad? **George W. Bush**

14. ¿Quién es el Vicepresidente de los Estados Unidos en la actualidad? **Dick Cheney**

15. ¿Quién elige al Presidente de los Estados Unidos? **El Colegio Electoral**

16. ¿Quién se convierte en nuestro Presidente si el Presidente fallece? **El Vicepresidente**

17. ¿Qué es la Constitución? **La ley suprema del país**

18. ¿Cómo se denominan los cambios que se hacen a la Constitución? **Enmiendas**

19. ¿Cuántos cambios, o enmiendas, tiene la Constitución? **27**

20. ¿Cuáles son las tres ramas de nuestro Gobierno? **Ejecutivo, Judicial y Legislativo**

21. ¿Cuál es el órgano legislativo de nuestro Gobierno? **El Congreso**

22. ¿De qué consiste el Congreso?

El Senado y la Cámara de Representantes

23. ¿Quién hace las leyes federales de los Estados Unidos? **El Congreso**

24. ¿Quién elige al Congreso? **Los ciudadanos**

25. ¿Cuántos senadores hay en el Congreso? **100**

26. ¿Por cuánto tiempo elegimos a cada senador? **6 años**

27. Dígame el nombre de los dos senadores de su estado: **Senadores**

28. ¿Cuántos miembros con derecho al voto hay en la Cámara de Representantes? **435**

29. ¿Por cuánto tiempo elegimos a cada miembro de la Cámara de Representantes? **2 años**

30. ¿Quién es el encargado del Órgano Ejecutivo del Gobierno de los EE.UU.? **El Presidente**

31. ¿Por cuánto tiempo se elige al Presidente? **4 años**

32. ¿Cómo se llama la entidad más alta del Órgano Judicial de nuestro Gobierno? **La Corte Suprema**

33. ¿Cuáles son los deberes de la Corte Suprema? **Interpretar y explicar las leyes**

34. ¿Cuál es la ley suprema de los Estados Unidos? **La Constitución**

35. ¿Qué es la Carta de Derechos (Bill of Rights)? **Las primeras 10 enmiendas de la Constitución**

36. ¿Cuál es la capital de su estado? **Phoenix**

37. ¿Quién es el gobernador actual del estado en que vive?

38. ¿Quién se convierte en Presidente si tanto el Vicepresidente como el Presidente mueren?

El Presidente de la Cámara de Representantes

39. ¿Quién es el Juez Presidente de la Corte Suprema? **John Roberts fue nominado**

40. ¿Cuáles fueron los 13 estados originales?

Virginia, Massachusetts, Maryland, Rhode Island, Connecticut, New Hampshire, North Carolina, South Carolina, New York, New Jersey, Pennsylvania, Delaware y Georgia

41. ¿Quién dijo "Dadme libertad o dadme la muerte"? **Patrick Henry**

42. ¿Cuáles son algunos de los países que fueron nuestros enemigos durante la Segunda Guerra Mundial? **Alemania, Italia y Japón**

43. ¿Cuál fue el cuadragésimo-noveno estado que se incorporó a nuestra Unión (EE.UU.)? **Alaska**

44. ¿Cuántos períodos completos puede cumplir el Presidente? **2**

45. ¿Quién fue Martin Luther King, Jr.?

Un líder de los derechos civiles

46. ¿Cuáles son algunos de los requisitos para poder optar a ser Presidente? **Los candidatos para Presidente deben: - ser ciudadanos americanos de nacimiento, - tener por lo menos 35 años de edad, - haber vivido en los Estados Unidos durante por lo menos 15 años.**

47. ¿Por qué hay 100 senadores en el Senado de los Estados Unidos? **Cada estado elige a dos**

48. ¿Quién postula a los jueces para la Corte Suprema? **El Presidente**

49. ¿Cuántos jueces tiene la Corte Suprema? **9**

50. ¿Por qué vinieron los Peregrinos a América? **Buscaban la libertad religiosa**

51. ¿Cómo se le dice al ejecutivo principal de un gobierno estatal? **Gobernador**
 52. ¿Cómo se le dice al ejecutivo principal de un gobierno municipal? **Alcalde**
 53. ¿Qué día feriado fue celebrado por primera vez por los colonizadores americanos?

El Día de Acción Gracias [Thanksgiving]

54. ¿Quién fue el autor principal de la Declaración de Independencia? **Thomas Jefferson**
 55. ¿Cuándo se Adoptó la Declaración de Independencia? **El 4 de julio de 1776**
 56. ¿Cuáles son algunas de las creencias básicas de la Declaración de Independencia? **Que todos los hombres son creados iguales y que tienen el derecho a la vida, la libertad y la búsqueda de la felicidad**
 57. ¿Cuál es el himno nacional de los Estados Unidos? **The Star-Spangled Banner**
 58. ¿Quién es el autor de The Star-Spangled Banner? **Francis Scott Key**
 59. ¿Cuál es la edad mínima para poder votar en los Estados Unidos? **18 años**
 60. ¿Quién firma los proyectos de ley para que se conviertan en leyes? **El Presidente**
 61. ¿Cuál es la corte más alta de los Estados Unidos? **La Corte Suprema**
 62. ¿Quién fue Presidente durante la Guerra Civil?

Abrahan Lincoln

63. ¿Qué hizo la Proclamación de Emancipación? **Liberó a los esclavos**
 64. ¿Qué grupo especial asesora al Presidente? **El Gabinete**
 65. ¿A qué Presidente se le llama el "Padre de la Patria"? **George Washington**
 66. ¿Qué Presidente fue el primer Comandante en Jefe del Ejército y la Marina de los Estados Unidos? **George Washington**
 67. ¿Cuál fue el 50º estado que se incorporó a nuestra Unión (los Estados Unidos)? **Hawaii**
 68. ¿Quién ayudo a los Peregrinos en América? **Los indios americanos / americanos indígenas**
 69. ¿Cómo se llama el barco que trajo a los Peregrinos a América? **El Mayflower**
 70. ¿Cómo les decían a los 13 estados originales de los EEUU antes de ser llamados estados? **Colonias**
 71. ¿Qué grupo tiene la facultad para declarar la guerra? **El Congreso**
 72. ¿Cuáles son las enmiendas que garantizan o abordan los derechos al voto? **Las 15a, 19a y 24a**
 73. ¿En qué año se redactó la Constitución? **1787**
 74. ¿Cómo se llaman las primeras 10 enmiendas de la Constitución? **La Carta de Derechos (Bill of Rights)**

75. ¿A quién les garantiza sus derechos la Constitución y la Carta de Derechos? **A todas las personas que viven en los Estados Unidos**

76. ¿Cómo se le dice a la introducción a la Constitución? **El Preámbulo**
 77. ¿Quién se reúne en el edificio del Capitolio de los Estados Unidos? **El Congreso**
 78. ¿Cómo se llama la residencia oficial del Presidente? **La Casa Blanca**
 79. ¿Dónde se encuentra la Casa Blanca?

En Washington, DC

80. Dígame uno de los derechos o libertades garantizadas por la primera enmienda
Libertad de: * expresión, * religión, * reunirse y * de hacer peticiones ante el Gobierno
 81. ¿Quién es el Comandante en Jefe de las Fuerzas Armadas de los EE.UU.? **El Presidente**
 82. ¿En qué mes votamos para elegir al Presidente? **Noviembre**
 83. ¿En qué mes toma posesión el nuevo Presidente **Enero**
 84. ¿Cuántas veces se puede reelegir a un senador o miembro de la Cámara de Representantes?

No hay límite

85. ¿Cuáles son los dos partidos políticos principales de los Estados Unidos en la actualidad?
El Demócrata y el Republicano

86. ¿Cuál es el órgano ejecutivo de nuestro Gobierno? **El Presidente, el Gabinete y los departamentos bajo los miembros del gabinete**

EXAMEN DE PRACTICA DE NATURALIZACION <http://uscis.gov/graphics/exec/natz/natztest.asp>

87. ¿De dónde viene la libertad de expresión?
La Carta de Derechos [Bill of Rights]
 88. ¿Cuál formulario del Servicio de Inmigración y Naturalización se utiliza para solicitar la ciudadanía naturalizada? **Formulario N-400**
 89. ¿Qué tipo de gobierno es EE.UU.? **Una República**

90. Cuál es un propósito de las Naciones Unidas. **Que los países deliberen y traten de resolver los problemas mundiales o brinden ayuda económica a muchos países.**
91. ¿Cuál es un beneficio de ser ciudadano americano? **Obtener trabajos con el Gobierno Federal, viajar con un pasaporte americano o presentar solicitudes para que parientes vengan a los Estados Unidos a vivir**
92. ¿Se puede cambiar la Constitución? **Sí**
93. ¿Cuál es el derecho más importante otorgado a ciudadanos americanos? **El derecho de votar**
94. ¿Qué es la Casa Blanca? **La residencia oficial del Presidente**
95. ¿Qué es el Capitolio de los Estados Unidos?
El lugar donde se reúne el Congreso
96. ¿Cuántas ramas tiene el Gobierno de los EE.UU.? **3**

6(f) SAMPLE SENTENCES FOR WRITTEN ENGLISH TESTING

To be eligible for naturalization, you must be able to read, write, and speak basic English. The sentences on this page are **examples** of the types of sentences a USCIS officer may ask you to read aloud or write during your interview. They are not an exhaustive list. *The USCIS officer who interviews you may ask you to read or write other sentences.*

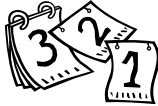
CIVICS/HISTORY

- A Senator is elected for 6 years.
- Dick Cheney is the Vice President of the United States.
- All people want to be free.
- America is the land of freedom.
- All United States citizens have the right to vote.
- America is the home of the brave.
- America is the land of the free.
- George W. Bush is the President of the United States.
- Citizens have the right to vote.
- Congress is part of the American government.
- Congress meets in Washington, D.C.
- Congress passes laws in the United States.
- George Washington was the first president.
- I want to be a citizen of the United States.
- I want to be an American citizen.
- I want to become an American so I can vote.
- It is important for all citizens to vote.
- Many people come to America for freedom.
- Many people have died for freedom.
- Martha Washington was the first First Lady.
- Only Congress can declare war.
- Our Government is divided into three branches.
- People in America have the right to freedom.
- People vote for the President in November.
- The American flag has stars and stripes.
- The American flag has 13 stripes.
- The capital of the United States is Washington, D.C.
- The colors of the flag are red, white, and blue.
- The Constitution is the supreme law of our land.
- The flag of the United States has 50 stars.
- The House and Senate are parts of Congress.
- The people have a voice in Government.
- The people in the class took a citizenship test.
- The President enforces the laws.
- The President has the power of veto.
- The President is elected every 4 years.
- The President lives in the White House.
- The President lives in Washington, D.C.
- The President must be an American citizen.
- The President must be born in the United States.
- The President signs bills into law.
- The stars of the American flag are white.
- The Statue of Liberty was a gift from France.
- The stripes of the American flag are red and white.
- The White House is in Washington, D.C.
- The United States flag is red, white, and blue.
- The United States of America has 50 states.

EVERYDAY LIFE

- There are three branches of Government.
- He came to live with his brother.
- He has a very big dog.
- He knows how to ride a bike.
- He wanted to find a job.
- He wanted to talk to his boss.
- He went to the post office.
- His wife is at work right now.
- His wife worked in the house.
- I am too busy to talk today.
- I bought a blue car today.
- I came to _____ (city) today for my interview.
- I count the cars as they pass by the office.
- I drive a blue car to work.
- I go to work everyday.
- I have three children.
- I know how to speak English.
- I live in the State of Arizona.
- I want to be a United States citizen.
- It is a good job to start with.
- My car does not work.
- She can speak English very well.
- She cooks for her friends.
- She is my daughter, and he is my son.
- She needs to buy some new clothes.
- She wanted to live near her brother.
- She was happy with her house.
- The boy threw a ball.
- The children bought a newspaper.
- The children play at school.
- The children wanted a television.
- The man wanted to get a job.
- The teacher was proud of her class.
- The white house has a big tree.
- They are a very happy family.
- They are very happy with their car.
- They buy many things at the store.
- They came to live in the United States.
- They go to the grocery store.
- They have horses on their farm.
- They live together in a big house.
- They work well together.
- Today I am going to the store.
- Today is a sunny day.
- Warm clothing was on sale in the store.
- We are very smart to learn this.
- We have a very clean house.
- You cook very well.
- You drink too much coffee.
- You work very hard at your job.

6(g)



TIMELINE: WHAT NEXT?

Approximately **a month or two** after mailing your N-400 application to USCIS...

- You should receive a notice of receipt in the mail confirming your application was received.

(PLEASE NOTE: if you do not receive this within 8 weeks, please contact our office)

- Soon after, you will receive a fingerprint appointment notice.

4-6 weeks after your fingerprints are taken...

- USCIS will mail you an interview appointment notice.

- At this interview, you will be asked questions about your application and background, take your English and civic tests, and receive a decision on whether you passed the naturalization requirements.

- If you are asked to submit additional evidence, do so quickly.

Lastly...

- You will receive an appointment letter for the naturalization swearing-in ceremony.

**Office of Name
Number**



CRONOLOGÍA: ¿Y AHORA QUÉ?

Aproximadamente **uno o dos** meses después de mandar su solicitud N-400 por correo...

- Recibirá un recibo de USCIS, confirmando que se ha recibido su solicitud.

(OJO: Si han pasado 8 semanas y aun no lo ha recibido, favor de comunicarse con nuestra oficina)

- Pronto después, recibirá una cita para que se tome sus huellas digitales.

De 4 a 6 semanas después de tomarse sus huellas digitales...

- USCIS le enviará por correo la cita para su entrevista.

- En esta entrevista, se le preguntará acerca de su solicitud e historial, y tomará su prueba de conocimiento de Inglés y del gobierno. Al terminar su cita, se le comunicará si pasó los requisitos de la ciudadanía.

- Si se le pide mas información, entréguela de inmediato

Por último...

- Recibirá una carta avisándole la fecha para su ceremonia de naturalización.

**Oficina de
Numero**



7(a)

Congressional Hispanic Caucus

Citizenship Campaign

MEMBER:

Event Date & Times:	
Event Location: (physical address)	
Coordinating Organizations:	
Event Outreach/ Publication: (newspaper, radio, flyers, etc.)	
Number Registered:	
Best Practices, Advice, Tips....	

Please fax this form to the attention of Angela Ramirez, CHC (202) 225-0027.